

## **CITY OF BURBANK**

### **BUILDING INSPECTION MANAGER**

#### **DEFINITION**

Under general direction, to manage, plan, direct, and record the daily building inspection functions of the Community Development Department; supervise inspections of complex residential and commercial/industrial projects for compliance with building, electrical, plumbing, heating and refrigeration, housing codes, and zoning laws; and perform related work as required.

#### **ESSENTIAL FUNCTIONS**

Manages and supervises the Community Development Department's Building Inspection Section; directs the scheduling and assigning of building and related inspection work; supervises, investigates, and resolves complaints in response to the public; supervises the tracking and documentation procedures, including daily inspections logs, inspection status logs, daily route logs, and monitoring permit extensions and cancellations; assists in court actions involving building regulations; supervises the training, hiring, discipline, evaluation, and promotion of building division staff; directs, supervises, and conducts field reviews to assure compliance with local, state, and federal laws; supervises the investigation and interpretation of regulations in complex cases; approves applications for permits; supervises the property maintenance program; coordinates work with other divisions and departments; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed, up to and including termination; directs the preparation, monitoring, and maintenance of building and inspection records; provides specialized inspections for building systems, equipment, and alternate methods and materials of construction; makes inspections during the progress of building construction or repair to ensure compliance with laws, regulations, and codes; checks plans and specifications of buildings to be constructed, altered, repaired, moved, or demolished for conformance to laws; checks site plans for location, set back, easements, and conformance to zoning regulations; inspects grading and site development, foundations, reinforcing materials, concrete, steel and masonry construction, framing, lathing, plastering, electrical, plumbing, heating and refrigeration installations, and signage; inspects new commercial structures over three-stories; monitors inspections on complex construction projects; prepares written correspondence and reports; prepares reports of technical nature citing findings based on code interpretations; attends and represents the Community Development Department at public meetings and hearings; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of – building construction methods and materials; electrical wiring, plumbing, mechanical codes, materials, and methods of installation; methods of making zoning and substandard housing inspections; the California Building Codes, federal, state, and local laws relating to building construction; principles and practices of sound personnel management and supervision.
- Ability to - read and interpret building plans and specifications and enforce applicable code sections; prepare clear written reports; utilize computers and a variety of computer software; establish and maintain effective working relationships with contractors, construction workers, supervisors, fellow employees, and the public.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college or university with major course work in construction management, construction technology, architecture, engineering, such as civil, structural, architectural, mechanical, electrical, geotechnical, or a closely related field and five years of professional experience in building construction and building inspection, including two years at the supervisory level, at the level similar to a senior or management level building inspector, construction manager, facilities manager, licensed contractor, project architect, or project engineer,.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment; must obtain an International Code Council (ICC) certification as a Building Inspector or equivalent per state requirements within one year of appointment.

#### **SUPPLEMENTAL INFORMATION**

**Desirable Qualifications:** Public sector experience and ICC certification as a Building Inspector or equivalent per state requirements at time of appointment.